CHAPTER 11

OFFICER DISTRIBUTION CONTROL REPORT (ODCR)

The *Format and Procedures for Validating the Officer Distribution Control Report* (ODCR), BUPERSINST 1301.40 series, is provided to assist administrative officers in determining proper action to take regarding personnel accounting events that occur in the normal course of business at naval activities. As you take on more responsibilities as a YN, you will be required to work with ODCRs. You may be asked to verify the ODCR, type ODCR letter correction requests, type or prepare diary message reporting system entries, or forward copies of the ODCR to customer commands.

PREPARATION OF ODCR

COMNAVPERSCOM prepares an ODCR for each naval activity with officer billets authorized and officers on board in a temporary duty status. Officer billet and assignment information in the ODCR represents the computer data bank input by the Chief of Naval Operations (CNO); COMNAVPERSCOM; Enlisted Personnel Management Center (EPMAC); Manpower, Personnel and Training Information System (MAPTIS); Source Data System (SDS); and various other sources.

COMNAVPERSCOM prepares the ODCR monthly as a statement of account for Navy activities with a routine system for verifying information contained in the MAPTIS officer personnel data bank. The information is used to determine and evaluate officer personnel requirements.

VALIDITY OF THE ODCR

The validity of ODCR information depends upon the timely submission of accurate data to COMNAVPERSCOM through the Diary Message Reporting System (DMRS), SDS, and other pertinent reporting systems. Each activity should review its ODCR thoroughly when it is received, and correct all discrepancies found.

The ODCR reflects four specific types of information: **activity**, **administrative**, **personnel**, and **fitness report**. Two copies of the ODCR are distributed to activities monthly. COMNAVPERSCOM distributes microfiche copies of appropriate ODCRs to the unit level via the type commanders.

DISTRIBUTION TO COMMANDS

When a Pay/Personnel Administrative Support System (PASS) Detachment supports an activity, the verification procedures described in this chapter are the responsibility of the PASS Detachment. However, it is still the responsibility of the unit commanding officer (CO) to ensure that information on the ODCR is correct. The supporting PASS Detachment will provide a copy of the ODCR to the command. The CO is responsible for validating the ODCR upon receipt, and the senior YN is normally tasked to do so on behalf of the commanding officer. If the data concerning an officer are incorrect on the ODCR, the officer's individual record at COMNAVPERSCOM is also incorrect.

VERIFICATION OF THE ODCR

Verify billet data and every item of officer data to ensure that they are complete and current. Note discrepancies and correct them following instructions contained in *Format and Procedures for Validating the Officer Distribution Control Report* (ODCR), BUPERSINST 1301.40, enclosure (2). Error codes will be printed on the ODCR as an aid in spotting incorrect information. They do not cover all possible errors on the ODCR. For SDS and DMRS transactions, pay close attention to the ODCR date. Transactions applied after that date will be on the next ODCR.

For those activities supported by SDS, corrective actions using DMRS and ODCR submission have been replaced with the event entry capability. SDS is an automated, closed-loop reporting system. Feedback automatically updates the SDS mini-master record to reflect headquarters processing. Because those data are transmitted electronically, information contained in the ODCR (table 11-1) will reflect changes faster.

Table 11-1.—Data Elements Contained in the ODCR

DATA ELEMENT	INFORMATION REQUIRED
Activity Name	The long activity title (26 positions maximum, including spaces).
Activity Code	A 10-digit identification code assigned by BUPERS.
Manpower Requirements Plan (MARP)	The OPNAV four-digit code by which Navy activities are classified functionally.
Activity Sponsor	The Resource Sponsor controlling billets authorized and organization manning for the activity.
Transaction Number and Date	The current revision to the Activity Manpower Document (AMD), used to record authorized billets on the ODCR.
Date of Report	A six-digit (YYMMDD) date representing the last day of the month for which the ODCR has been prepared.
Run Date	A six-digit (YYMMDD) date representing the day the ODCR was created.
Page	Sequential page number of the ODCR.
Desk Code	A four-position alphanumeric code indicating the BUPERS organizational unit responsible for the activity concerned.
Activity Mission Code (AMC)	A two-position alphanumeric functional activity grouping code assigned and used by PERS-4 for distribution purposes.
Unit Identification Code (UIC)	A five-digit code assigned the activity by the Comptroller of the Navy.
Action Officer Desk Code (AODC)	A two-position alphanumeric code identifying the action officer responsible for data written for the activity, in the Qualitative Master Data sets.
Billet Sequence Code (BSC)	A five-digit code assigned to each activity billet.
Billet Title	A description of the officer's primary duties. If two or more officers are filling the same billet, BSC and title will only be above the first officer's data line. If the officer has been gained to a billet not authorized by the AMD, billet title will read, "THIS BSC IS INVALID."
Billet Phase Indicator (BP)	If an asterisk is printed, it indicates that the officer's orders were written using the activity's new—but not yet effective—10-digit code.
Augment Indicator (AUG)	A one-position alphabetic code indicating the type of authorized billet: **R** = Reimbursable **B** = Base billets
Billet Designator (BILLET DESIG)	A four-digit designator code of the authorized billet.
Billet Grade (BILL GR)	A one-position alphabetic code indicating the grade authorized for each billet.
Primary Navy Officer Billet Classification (NOBC)	A four-digit code that identifies the occupational classification assigned to the billet. The assigned NOBC is a general statement of the duties to be performed.

Table 11-1.—Data Elements Contained in the ODCR—Continued

DATA ELEMENT	INFORMATION REQUIRED
Billet Subspecialty	A subspecialty code assigned to an officer, identifying advanced education, functional training, and significant experience in various fields and disciplines.
Functional Area Code (FAC)	An alphanumeric code used to identify a billet requiring special consideration in personnel assignment.
Current Allowance (CURR ALLOW)	Indicates current authorization, in three-digits, for the billet.
M+1	Indicates the manpower requirements 1 month after mobilization.

Last FITREP Received	Shows the most recently **received** and **accepted** Regular or Concurrent/Regular O-6-and-below Fitness Report. Reports may be from present or previous duty station. The data consists of three elements:
	
	From date: A four-digit (YYMM) fitness report date from block 14 of the FITREP
	
	Type of Report: A two-position code indicating type of report
	
	    RG = Regular Report. X in block 17 of FITREP
	    RF = Concurrent/Regular Report. Xs in blocks 17 **and** 18 of FITREP
	
	To date: A four-digit (YYMM) date from block 15 of the FITREP

UIC Transfer (UIC TRF)	Indicates to the UIC that an officer is being transferred from or assigned to, if under orders.
Activity Where Assigned	An item consisting of a maximum of 13 spaces that may be used to display data concerning the status of the officer involved.
Security Code	Contains member's security clearance eligibility, member's current security clearance authority, and date member's investigation was completed (YYMM).
Officer Subspecialty (SUBSPECIALTY) 1	A five-digit primary subspecialty code assigned to an officer, identifying advanced education, functional training, and significant experience in various fields and disciplines.
Aviation Commission Date and Submarine Service Control Date (ACD/SSCD)	**ACD** = A six-digit date (YYMMDD) that identifies a constructive date to indicate total commissioned service, active or reserve, for all aviation commissioned officers. **SSCD** = A six-digit date (YYMMDD) that represents the last time the submarine service indicator was changed.
Aviation Status Indicator and Submarine Status Indicator (ASI/SSI)	**ASI** = A one-position alphabetic code that shows the current status of an Aviation Officer's Career Incentive Pay (ACIP) entitlement status. **SSI** = A one-position alphabetic code that indicates certain categories of entitlement to Submarine Duty Incentive Pay.
Aviation Service Entry Date and Submarine Service Entry Date (ASED/SSED)	**ASED** = The six-digit date (YYMMDD) that an aviation officer first reported to an activity having aircraft in which basic flight training was received. **SSED** = The six-digit date (YYMMDD) that a submarine officer graduates from sub school**.**

Table 11-1.—Data Elements Contained in the ODCR—Continued

DATA ELEMENT	INFORMATION REQUIRED
Order Status (ORD)	A one-position alphabetic code representing present order status.
Officer's Name	The officer's name will not exceed 21 characters, including spaces. It will consist of all of the last name and as much of the rest of the name as possible.
Officer Sea Air Mariner (OSAM)	OSAM will be indicated by an asterisk (*) following the officer's name.
Social Security Number	A nine-position code, that is a unique identification of the member and his or her social security account.
Exceptional Family Member	A one-position code identifying the category assigned to each enrolling service member. Detailers use this information when negotiating future assignments. THERE ARE NO OTHER CAREER IMPACTS.
Primary Aeronautical Designator (PAD)	A one-position code used internally in BUPERS to classify officer personnel in the Navy aeronautical organization.
Sex	A one-position alphabetic code. **M** = Male **F** = Female
Designator (DESIG)	A four-digit code used to group billets and officers by categories for personnel accounting and administrative purposes, and to identify the status of officers.
Grade on Board (GR on BD)	A one-position alphabetic grade code of officer on board.
Date of Rank	A four-digit (YYMM) date of incumbent's present grade.
Estimated Loss Code/Date	The estimated date (YYMM) that the officer will be a loss to active naval officer strength. A one-letter loss code indicating reason for the loss precedes the date. Not all officers will have an estimated loss code and date.
Date Assigned Billet	A four-digit (YYMM) date assigned to the officer's current primary billet.
Estimated Date of Detachment (EST DATE DETACH)	A four-digit (YYMM) date representing the estimated date of detachment for an officer who has written orders.
Date Reported or Estimated Date of Arrival (EDA)	A six-digit (YYMMDD) date for an officer who has reported on board. The EDA will be shown as four digits (YYMM) for an officer who has not yet reported.
Projected Rotation Date (PROJ ROT DATE)	A four-digit (YYMM) date that is a planned rotation date used only as a planning aid, and subject to change by BUPERS.
Accounting Category Code (ACC)	A three-digit code indicating the accounting category in which officers are carried in active-duty accounts.
Duty Status Effective Date (DSED)	A four-digit date (YYMM) that reflects the most recent change to a member's onboard duty status, as indicated in the ACC entry.
Family Co-Location Identifier	A one-position alphabetic code may appear immediately after the DSED to broadly identify family members of an active duty sponsor.

Table 11-1.—Data Elements Contained in the ODCR—Continued

DATA ELEMENT	INFORMATION REQUIRED
Number of Dependents Residing in Sponsor's Household	A one-position code that identifies the total number of authorized family members residing at the same current duty station and local address as the active duty sponsor.
Date Dependent(s) Arrived at Overseas Station (DATE DOS)	A four-digit (YYMM) date indicating the date the officer's dependent(s) arrived at the overseas station.
Dependent(s) on Station Overseas (DOS)	A one-digit code that identifies the number of authorized (command-sponsored) dependents living on station or nonrotating ship homeported overseas.
Primary and Secondary Dependency Code (DEP)	A two-position code to identify the type and number of dependents. The first position identifies primary dependents (spouse and children) or marital status. The second position identifies the secondary dependents (dependent parent). A blank in either position indicates no qualified dependents in that category.
Aviation Billet Indication (ABI)	A one-position code that indicates an officer's current operational flying status, if applicable.
Months of Operational Flying (MOF)	The total number of months of operational flying that qualifies the officer for the 12- and 18-year gates.
Security Date (SEC DATE)	The type of security clearance performed on member, and the date on which the member's current security clearance was granted (YYMM).
Officer Subspecialty (SUBSPECIALTY) 2	A five-digit secondary subspecialty code assigned to an officer identifying advanced education, functional training, and significant experience in various fields and disciplines, if applicable.
Nuclear Commission Date (NCD)	A six-position date (YYMMDD) equal to the first day a member served on active duty as a commissioned officer.
Nuclear Status Indicator (NSI)	A one-position alphabetic code that indicates the officer's entitlement to Nuclear Officer Incentive Pay (NOIP).
Nuclear Service Control Date (NSCD)	A six-digit date (YYMMDD) that gives the effective date associated with the NSI.

DATA ELEMENTS CONTAINED IN THE ODCR

Data elements are listed in the order they appear on the ODCR, reading from left to right starting with "Activity Name" in the upper-left corner of the heading, and ending with "NSCD" in the lower-right corner of the heading. Use table 11-1 for guidance in completing the data elements of the ODCR.

ODCR MAINTENANCE

Keep the ODCR current by posting changes as they occur. That is a valuable asset to personnel management and will reduce the time required for the monthly verification.

Make pen changes to the ODCR for each item pertaining to an individual that is changed. Line through obsolete data and write the new data in the same column. In the right margin of the report, write the date the correction was made. Upon receipt of the new ODCR, transcribe pen changes from the old report that have not yet been applied to the new ODCR.

SUMMARY

The ODCR is a very important document that aids in the detailing of officer personnel. The accuracy of this document is vital to this purpose. It could be one of the most important documents you ever deal with. Don't guess! If you have a question, ask your supervisor.